

Job Description
Environmental Intern/Program Assistant
California Coastal Commission
Public Education Program

March 20, 2008

The Coastal Commission's Public Education Program works to protect the coast and ocean and its wildlife, clean up and prevent water pollution and educate the public about Coastal Commission policy issues and goals through a variety of public programs. Programs include: Adopt-A-Beach, Coastal Cleanup Day, Staff Educator Program, Save or Seas Curriculum, Clean Boating Campaign and the Whale Tail License Plate Grants Program. These programs provide an important public service by educating people of all ages about coastal and marine issues and promoting the acceptance of individual responsibility by offering ways for people to become directly involved in a stewardship activity. The Public Education Program is staffed by a small team of professionals who work closely together.

The Public Education Program's Education Environmental Intern reports to the Public Education Program Manager and Outreach Manager and is involved in Coastal Commission public education programs throughout California.

Job Duties

- Assists with the California Coastal Cleanup Day and Adopt-A-Beach Programs. Under the direction of the Statewide Outreach Manager and the Marketing Consultant, helps with all aspects of the Coastal Cleanup Day event, including:
 - solicitation of event sponsorships, including identification of potential sponsors,
 - organization of event logistics,
 - development of event publicity and collateral materials,
 - communication with local coordinators,
 - development of outreach and training materials for local coordinators,
 - tracking and filling supply orders.
 - Tracking and compiling data gathered at Coastal Cleanup Day and Adopt-A-Beach events.
- Assists with Whale Tail License Plate Marketing and other Public Education Program marketing needs.
- Assists with the development of an Adopt-A-Beach membership program.

- Writes, edits, and publishes the Public Education newsletter.
- Helps organize and staff CCC booth at environmental fairs and events.

Qualifications

- Detail oriented with the ability to juggle a number of projects simultaneously
- Self starter who takes the initiative to get the job done
- Team player who is open minded and flexible
- Must possess excellent verbal and written communication skills
- Proven experience and ability in graphic design highly preferred.
- Familiarity with Microsoft Word, Excel, Access, and Powerpoint, as well as Quark Express, Adobe Photoshop, and Adobe Illustrator.

Other Details

- Competitive salary plus excellent benefits. The successful candidate will be an employee of the Tides Center.
- To apply send resume and cover letter to:

California Coastal Commission
45 Fremont Street, Suite 2000
Attn: Public Education Division
San Francisco, CA 94105

- For more information visit our website at www.coastal.ca.gov, or email Eben Schwartz at eschwartz@coastal.ca.gov